


# Ghala Alotaibi

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## About Me

A passionate person graduated from TVTC, accustomed to work under pressure. I have strong knowledge of Microsoft Office application. My goal is to have a career with a reputable organization that provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of the organization.

## EXPERIENCE

### Implementation specialist – Investments team - at Optimum Media Direction Riyadh (OMD)

- Generate booking order
- Write thorough reports on billing activity with clear and reliable data.
- Revise & Post bank Payments.
- Review invoices to ensure that all the information appearing on them is accurate and complete
- Support the investment team
- Build and maintain strong client relationships
- Prepare monthly corporate invoices

Jun 2021 – present

### COOP training at Optimum Media Direction Riyadh (OMD)

- Write thorough reports on billing activity with clear and reliable data.
- Revise & Post bank Payments.
- Review invoices to ensure that all the information appearing on them is accurate and complete
- Prepare journal entries and reconciles general ledger and subsidiary accounts.

Feb 2021 – Apr 2021

## EDUCATION

- Technical and Vocational Training Corporation
- Diploma of Technology
- Major: Accounting
- GPA: 4.64

## SKILLS

Proficient MS Office user

High Attention to Detail

Meeting deadlines and resilience

Technical skills: report writing, presentations (creating and delivering) and project delivery.

Spirit of teamwork, volunteering, and cooperation

Multitasking skills

Time management skills

Work under pressure

Excellent interpersonal and communication skills

## Certificate

- Fundamentals and Principles of Financial Accounting Honored by Dorooob
- Principles of Financial Accounting- Accounting Framework Honored by Dorooob
- Principles of Financial Accounting- Accounting Cycle Honored by Dorooob
- The Zakat Base for Commercial Establishments Honored Saudi Organization for Certified Public Accountants (SOCPA)
- **Membership at SOCPA**

## Languages

- Arabic
- English